

Docket Report

For Trustees and Attorneys

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

- STEP 1** After you have logged in to CM/ECF, click on the Reports hyperlink on the CM/ECF Main Menu (**See Figure 1**).



Figure 1

- STEP 2** The **REPORTS** screen displays, with a list of reports that can be generated (**See Figure 2**).



Figure 2

- ◆ Click on the Docket Report hyperlink.

STEP 3 The **PACER LOGIN** screen may display (See Figure 3).

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

☐ Make this my default PACER login
After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER.

Authentication

Login:
Password:
Client code:

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.

Figure 3

NOTE: Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.

- ◆ Enter your **PACER Login** and **Password**. (These fields are case sensitive).
- ◆ Enter the **Client Code** (optional). This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared.

- ◆ Click on the **[Login]** button.

STEP 4 The **DOCKET REPORT** selection screen displays (See Figure 4).

Docket Sheet

Case number

☒ Filed to

☐ Entered to

Documents to

Include:

☒ Terminated parties

☐ Links to Notices of Electronic Filing

Document options:

☐ Include headers when displaying PDF documents

☐ View multiple documents

☐ Create Appendix

Format:

☒ HTML

☐ Text

Sort by

☐ Make these options my default.

Figure 4

◆ The following fields are available for selecting/entering criteria for generating the Docket Report:

- **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.
- **Entered/Filed** – To limit which entries are shown by date, select either “Entered” (when the entry was recorded by the court in CM/ECF) or “Filed” (when the document was filed).

Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy.

You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.

- **Documents** – To limit entries by document number, enter the beginning and ending numbers. **This feature enables users to be charged only for the desired data on large cases.**

- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.
 - **Links to Notice of Electronic Filing** - A check mark in this box will include a silver bullet next to the document number for viewing the Notice of Electronic Filing for that particular document.
 - **Include headers when displaying PDF documents** - This selection will allow PDF headers to appear on each page of a document or proof of claim. The header will include the case number, document number, filed date, EOD and time and the page number.
 - **View multiple documents** - The selection combines all PDF documents or a selection of PDF documents into one PDF file for viewing and printing or for downloading to a zipped file. PACER users will be charged the same rate per page. The Docket Report will include a new column labeled "Select" if View Multiple Documents is checked.
 - **Create Appendix** - This selection allows a user to create an appendix that can be used to compile all designated items which includes the docket report for that case.
 - **Sort by** – This selection allows you to sort the entries in the report by "Oldest date first" or "Most recent date first". This can also affect the number of pages and PACER charges if you are interested only in the most current activity.
- ◆ The **[Clear]** button will reset all fields to their default values.
- ◆ After entering your criteria, click on the **[Run Report]** button.

◆ **STEP 5:** The **DOCKET REPORT** displays (See Figure 5a):

DebtEd, MEANSNO

U.S. Bankruptcy Court
Western District of Kentucky (Louisville)
Bankruptcy Petition #: 08-30005

Assigned to: Joan A. Lloyd
Chapter 7
Voluntary
No asset
[Show Associated Cases](#)

Date Filed: 05/22/2008

Debtor
Grace Ritterson
601 W Broadway
Lou, KY 40202
SSN / ITIN: xxx-xx-0000

represented by **Jan C. Morris**
2nd Floor
125 S. 6th Street
Louisville, KY 40202
587-7000

Trustee
Julie Brown Apperson
7002 Woods Club Ct
Louisville, KY 40241
502-327-1200

Figure 5a

NOTE: Any “Case Flags” pertaining to the status of the case will be displayed at the top-right corner of the report.

- ◆ If you click on a “blue” document number hyperlink, the following will be displayed, allowing you to view the associated PDF document for that docket entry (See Figure 5b).

FORM B1 United States Bankruptcy Court District of _____		Voluntary Petition
Name of Debtor (if individual, enter Last, First, Middle):	Name of Joint Debtor (Spouse) (Last, First, Middle):	
All Other Names used by the Debtor in the last 6 years (include married, maiden, and trade names):	All Other Names used by the Joint Debtor in the last 6 years (include married, maiden, and trade names):	
Soc. Sec./Tax I.D. No. (if more than one, state all):	Soc. Sec./Tax I.D. No. (if more than one, state all):	
Street Address of Debtor (No. & Street, City, State & Zip Code):	Street Address of Joint Debtor (No. & Street, City, State & Zip Code):	
County of Residence or of the Principal Place of Business:	County of Residence or of the Principal Place of Business:	
Mailing Address of Debtor (if different from street address):	Mailing Address of Joint Debtor (if different from street address):	
Location of Principal Assets of Business Debtor (if different from street address above):		

Figure 5b

- ◆ A Transaction Receipt will be displayed at the end of the report indicating the number of billable pages (**See Figure 5c**).

Pacer Service Center			
Transaction Receipt			
Fri Jan 19 15:08:45 CST 2001			
Pacer Login:	ao0055	Client Code:	
Description:	Image	Case Number:	00-10122
Billable Pages:	1	Cost:	0.07

[View Document](#)

Figure 5c

- ◆ Click on the **[View Document]** button to view the associated PDF document.
- ◆ After viewing the PDF document, click on the **[Back]** icon of your internet browser's tool bar to return to the previously displayed screens.

NOTE: DO NOT exit out of your document reader by using the Close "X" button at the top-right corner of your screen. This will exit you out of CM/ECF.